

PLEASE NOTE: This document has been updated to reflect the Seattle department name change from DPD to SDCI. Although the text in the document reflects the change, the screenshots still contain the DPD reference.



SDCI Project Portal: Scheduling Your Application Intake

About Electronic Intake

If you're submitting your permit application electronically, you don't need to come to SDCI for an in-person intake appointment. However, you do need to choose a day for your intake so we have staff scheduled to screen and process your application. If you submit all your application materials before your scheduled intake day, your application may be screened and processed earlier.



Your application, including plans, must be submitted by 7:00 a.m. on the day of your scheduled intake.

What If I Have a Subject-to-Field Inspection Permit?

If you have a project that you believe qualifies for a subject-to-field inspection (STFI) permit, we do not require a scheduled intake day. STFI permits are issued for simple construction projects, such as roof repair, that don't require extensive plan review. To submit an STFI, see the instructions in [Submitting Your Permit Application and Plans](#).



See [Tip 316](#) to determine if your project qualifies as an STFI. For mechanical projects, please see the Mechanical STFI checklist on our [Building Permit Forms](#) page.

Prerequisites for Your Intake Appointment

1. A complete, processed preliminary application. If you haven't done complete the preliminary application, please see [Starting a New Project](#) before continuing.
2. A completed pre-application site visit (PASV), if required for your project. A PASV is required for all new construction projects and most land use projects; it's required for other projects if they involve ground disturbance over a certain amount. If a PASV has been performed on the site within the last two years, it may be waived for your project.
3. A preliminary assessment of project requirements by SDCI and Seattle City Light, Department of Transportation, and Public Utilities. This assessment is required for all new construction projects and most land use projects. When it's complete (usually within 10 business days after your preliminary application is processed), you'll receive a report detailing requirements from the preliminary assessment.
4. Environmentally critical area (ECA) or shoreline exemptions, if you've applied for them.



If Seattle Department of Transportation requires a street improvement plan (SIP) for your project, it must be approved by your scheduled intake date. Approval is not required to submit your application. The preliminary assessment report contains details about SIP requirements.

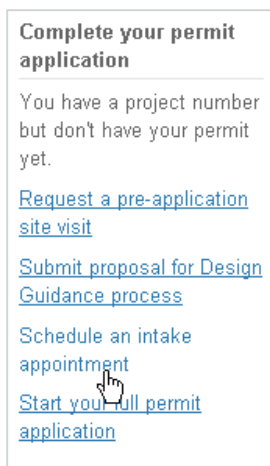
Choosing an Intake Day



You can only schedule intake for projects on which you are the primary applicant. Call the Applicant Services Center (ASC) at 206-684-8850 for information about how to change the primary applicant on a project.

Follow these steps if you want to schedule your intake appointment but are not yet ready to submit your plans and other application materials. If you're ready to submit your application, you can schedule intake as part of this process. See in [Submitting Your Permit Application and Plans](#) for step-by-step instructions.

1. Click **Schedule an intake appointment** in the **Complete your permit application** section of the Portal.



2. Type your project number and click **Find**.



DPD Project Portal

Initiate new projects, pay fees, schedule inspections, and view scheduled appointments

Schedule an intake appointment

If you are the primary applicant for a project, you can schedule a date for DPD to receive and evaluate your permit application for completeness. This date can be scheduled in advance, but your completed permit application must be submitted online by 7am on the day you select. Incomplete applications will be rejected, and a new appointment must be scheduled for another evaluation later.

Project Number:

Find

Can't remember your permit number?

Search for it by address in [Permit & Complaint Status](#)

- If you are submitting a project that involves more than two buildings, select the check box. The list of available times refreshes to show appointments designated for these types of projects.

Schedule an intake appointment

If you are the primary applicant for a project, you can schedule a date for DPD to receive and evaluate your permit application for completeness. This date can be scheduled in advance, but your completed permit application must be submitted online by 7am on the day you select. Incomplete applications will be rejected, and a new appointment must be scheduled for another evaluation later.

Project Number: [Can't remember your permit number? Search for it by address in \[Permit & Complaint Status\]\(#\)](#) [Add/View Project Notes](#)

Address: 8318 JONES AVE NW

Application Type: CONSTRUCTION AND DEVELOPMENT **Description of Work:** demolish (e) garage & build a new garage per plan

Category: SINGLE FAMILY / DUPLEX

[See full project details](#)

Please Note: If your project qualifies as subject-to-field inspection, you may not need to schedule an intake appointment. For construction projects, see [CAM 316](#) to determine if your project qualifies. For mechanical projects, please see the Mechanical STFI checklist on our [Building Permit Forms](#) page. If you believe your project qualifies, [create a permit application](#) and select the Submit for Screening button on Step 5.

Choose a day for your application intake. DPD commits to screening your application and notifying you of the result by the end of the day you choose. You do not need to come to DPD's office for this appointment.

☐ Project involves more than two buildings

Monday, September 17

Tuesday, September 18

Wednesday, September 19

Thursday, September 20

Friday, September 21

Monday, September 24

Schedule Intake

- Select your intake day and click **Schedule Intake**.

Monday, September 17

Tuesday, September 18

Wednesday, September 19

Thursday, September 20

Friday, September 21

Monday, September 24

Schedule Intake

A confirmation of your intake appointment appears.

Your intake appointment has been scheduled for Monday, September 17.

If you have not submitted your permit application, it is required by 7 a.m. on the day of your appointment. Your appointment may be canceled if the application is not received.

Your application will be evaluated by the end of the day you've selected. If your application is submitted earlier, it may be evaluated earlier than your selected date, depending on current application volumes.

Please Note: A fee of \$88.50 per appointment shall be charged for failure by applicant to notify the department at least 24 hrs prior to a scheduled application intake appointment or a pre-application conference appointment that the appointment will not be kept (Seattle Municipal Code Title 22, Section 900B.020.B).

DPD reserves the right to cancel scheduled appointments if your permit application and plans are not received by 7:00 a.m. on the day of the appointment. If your application passes technical screening, intake fees will be due. Your application will not be accepted by DPD until fees have been paid; if fees are not paid within two business days after screening is approved, you may be required to reschedule your appointment and resubmit your application and plans.



You cannot change your intake day online after it's scheduled. If you need to cancel or reschedule, call the ASC at 206-684-8850.